



JOB DESCRIPTION

Position Title: **Principal Engineer**

Working Area: **Traffic Engineering**

Class Code: 4913

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Supervisory, technical and administrative work responsible for the day-to-day management of the traffic studies and project management in the Traffic Engineering Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Establishes work priorities and directs work activities in the Traffic Studies and Project Development Section. Establishes project schedules and ensures on-time implementation dates.

Coordinates Work activities with other sections in the area of traffic studies, project development, and engineering design. Coordinates inspections relative to assuring engineering standards and specifications are met.

Provides technical assistance to outside consultants engaged in traffic engineering projects, development, and highway projects. Interprets and enforces County design policies and procedures.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Coordinates with other County Departments and with State and Federal agencies to provide traffic engineering services or complete traffic engineering projects as assigned.

Conducts traffic studies and prepares and presents technical reports addressing traffic concerns and requests. Provides traffic engineering data or technical opinions as required.

Assists with the preparation of legal descriptions and instruments for right-of-way and easements. Prepares and submits required reports on section activities or responds to requests for engineering data or technical opinions as required.

Prepares recommendations for budget and controls expenditures from the approved budget for the section and provides input to the development of the Division's budget.

Administers professional service contracts for design and operations projects. Reviews roadway and development plans to ensure compliance with traffic elements.

Attends County Commission meetings, public hearings, and community meetings and responds to concerns and requests regarding traffic Issues. Acts as Traffic Engineer in the absence of the County Traffic Engineer.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the principles and practices of traffic engineering and operations. Considerable knowledge of traffic engineering design and transportation issues and programs. Extensive knowledge of traffic flow theory and national and state transportation standards, AASHTO, MUTCD, and ITE guidelines. Extensive knowledge of traffic safety studies, capacity analysis, and traffic operation studies.

Ability to evaluate information, make decisions and coordinate programs efficiently. Ability to communicate effectively both orally and in writing with various groups and individuals. Ability to deal tactfully and effectively with subordinates, other County staff and the general public. Ability to perform engineering calculations, use computer aided design systems and apply computer drafting techniques.

Bachelor's Degree in Civil Engineering and four (4) years' responsible traffic engineering experience in the administration of project operations. Background must include two (2) year's supervisory experience.

Must possess and maintain a registration as a Professional Engineer in the State of Florida.

Must be a member of the International Transportation Engineers (ITE), or the ability to obtain membership in this organization.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a combination of general office and fieldwork. Most office duties are performed while sitting at a desk, table or workstation. Duties performed in the field require prolonged standing and walking. This position would have regular exposure to radiant and electrical energy found in an office environment.

